

Introduction

You can update your contact information via your JUPAS account.

You should ensure that your contact information (such as email address, phone numbers and mailing address, *etc.*) is up to date and correct, as this facilitates you to receive important messages and correspondence from the JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions (the Institutions).

As email is one of the channels that the JUPAS Office and the Institutions will use to contact you, you must ensure that the setting of your personal email account will not filter out or place such correspondence in the trash / junk / spam folders.

If you wish to find out more details about contact information, please visit the section of "[Communication Channels](#)" on the JUPAS website.

Should there be any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

簡介

你可於「大學聯招辦法」帳戶更新你的通訊資料。

你必須確保你的通訊資料如電郵地址、電話號碼及郵寄地址等為最新及正確，以便收取「大學聯招處」（本處）、9 所「大學聯招辦法」參與院校及 SSSDP「資助計劃」院校（院校）的重要訊息及信件。

由於電郵乃本處及院校聯絡你的重要途徑之一，你必須確保你的私人電郵帳戶之設定不會篩選有關資訊及 / 或訊息到垃圾郵件 / 垃圾桶內。

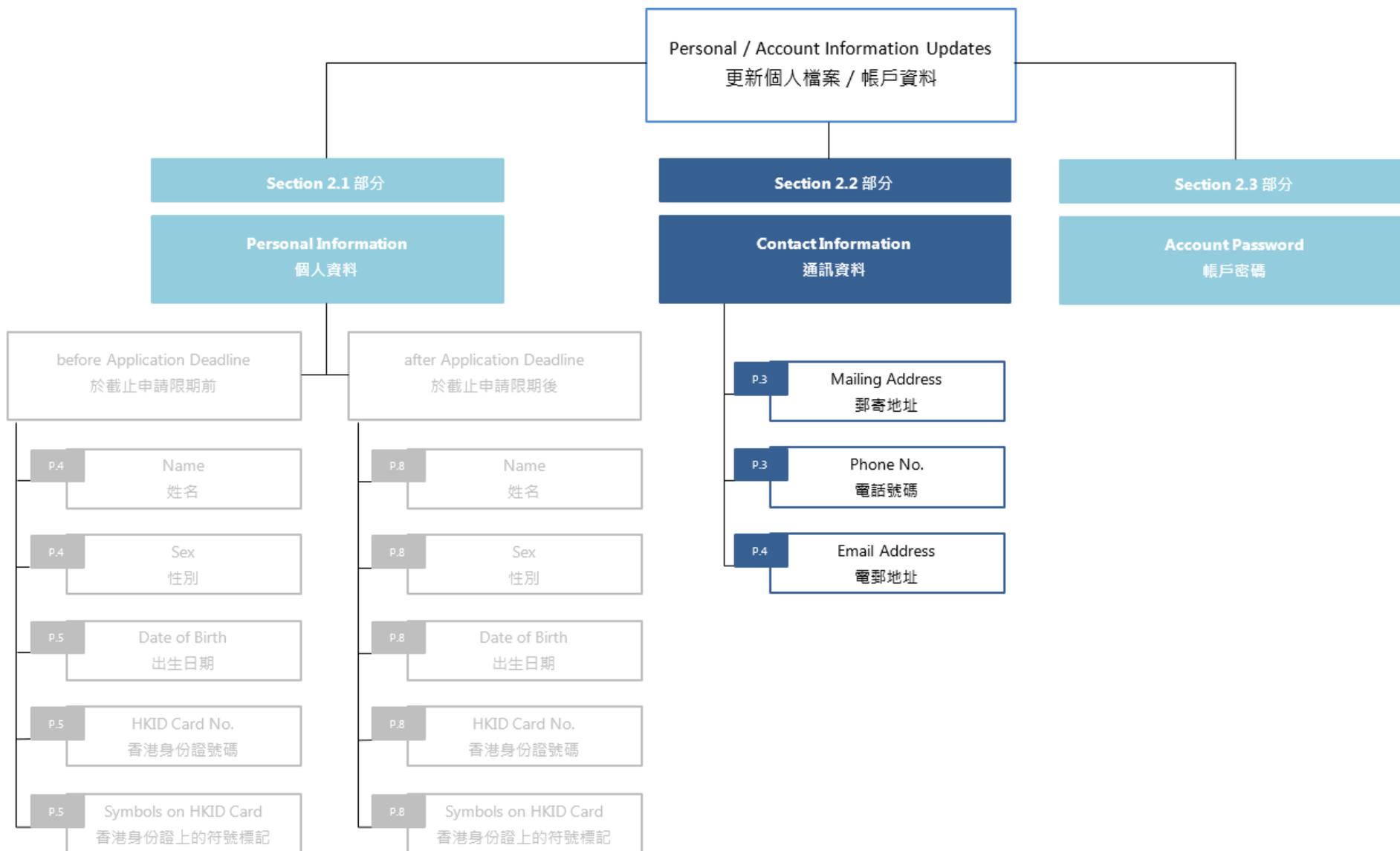
如果你想了解更多關於通訊資料的資訊，請瀏覽「大學聯招辦法」網站的[「通訊途徑」](#)部分。

此中文版本為英文版本譯本，如中、英文兩個版本有任何抵觸或不相符之處，概以英文版本為準。

Last updated on 4 October 2024

於 2024 年 10 月 4 日更新

Flowchart of Personal / Account Information Updates 更新個人檔案 / 帳戶資料流程圖



Update Mailing Address and Phone Numbers 更新郵寄地址及電話號碼

1. Click **“Personal Profile”** and then click **“Contact Information”**.

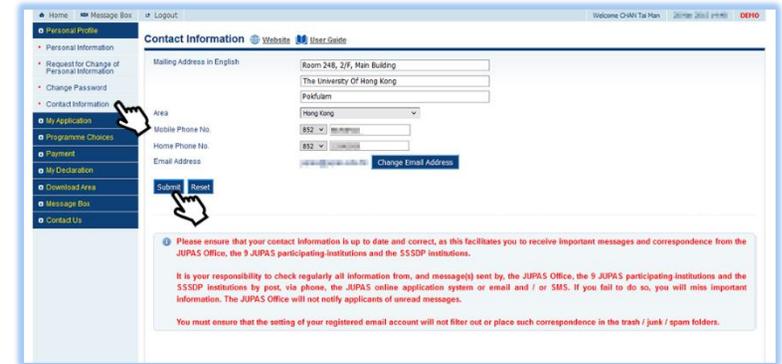
按「**Personal Profile**」，然後按「**Contact Information**」。

2. Check and update your **Mailing Address, Mobile Phone No.** and **Home Phone No.** on this page.

於此頁面查閱及更新你的**郵寄地址**、**流動電話號碼**及**住宅電話號碼**。

3. Click **“Submit”**.

按「**Submit**」。



Personal Profile

Personal Information

Request for Change of Personal Information

Change Password

Contact Information

My Application

Programme Choices

Payment

My Declaration

Download Area

Message Box

Contact Us

Contact Information Website User Guide

Mailing Address in English Room 248, 2/F, Main Building
The University Of Hong Kong
Pokfulam

Area Hong Kong

Mobile Phone No. 852

Home Phone No. 852

Email Address Change Email Address

Submit Reset

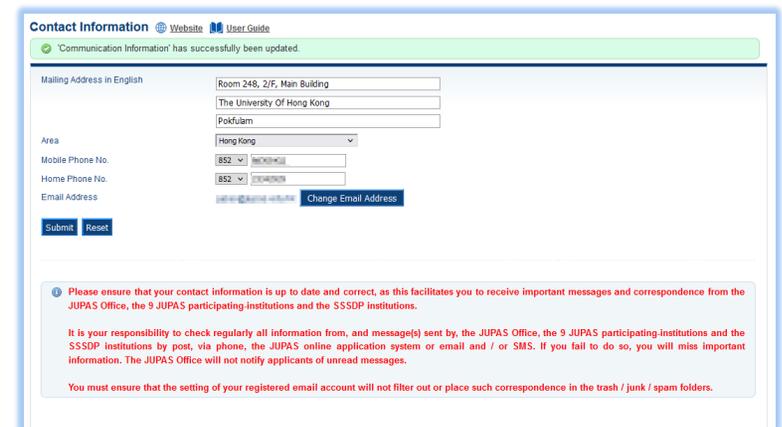
Please ensure that your contact information is up to date and correct, as this facilitates you to receive important messages and correspondence from the JUPAS Office, the 9 JUPAS participating institutions and the SSSDP institutions.

It is your responsibility to check regularly all information from, and message(s) sent by the JUPAS Office, the 9 JUPAS participating institutions and the SSSDP institutions by post, via phone, the JUPAS online application system or email and / or SMS. If you fail to do so, you will miss important information. The JUPAS Office will not notify applicants of unread messages.

You must ensure that the setting of your registered email account will not filter out or place such correspondence in the trash / junk / spam folders.

4. Your contact information has been updated successfully.

你已成功更新通訊資料。



Contact Information Website User Guide

Communication Information' has successfully been updated.

Mailing Address in English Room 248, 2/F, Main Building
The University Of Hong Kong
Pokfulam

Area Hong Kong

Mobile Phone No. 852

Home Phone No. 852

Email Address Change Email Address

Submit Reset

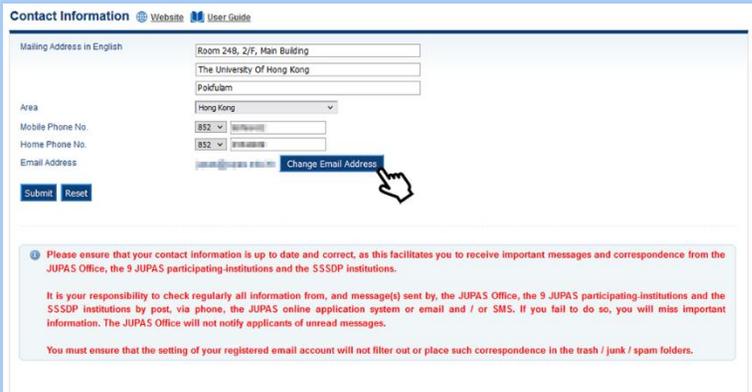
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You must ensure that the setting of your registered email account will not filter out or place such correspondence in the trash / junk / spam folders.

Change Email Address 更改電郵地址

1. Click **“Change Email Address”**.
按「**Change Email Address**」。



The screenshot shows the 'Contact Information' page with fields for Mailing Address in English, Area, Mobile Phone No., Home Phone No., and Email Address. A blue button labeled 'Change Email Address' is highlighted with a hand cursor. Below the form, there is a red warning box with the following text:

Please ensure that your contact information is up to date and correct, as this facilitates you to receive important messages and correspondence from the JUPAS Office, the 9 JUPAS participating institutions and the SSSDP institutions.

It is your responsibility to check regularly all information from, and message(s) sent by, the JUPAS Office, the 9 JUPAS participating institutions and the SSSDP institutions by post, via phone, the JUPAS online application system or email and / or SMS. If you fail to do so, you will miss important information. The JUPAS Office will not notify applicants of unread messages.

You must ensure that the setting of your registered email account will not filter out or place such correspondence in the trash / junk / spam folders.

2. Enter the new email address twice, password and the security code as shown.
If you cannot identify the security code, click **“Display another Security Code”** for a new one; or click **“download audio”** to listen to a different code.

輸入新電郵地址兩次、密碼及頁面所顯示的保安碼。

如果你無法辨認保安碼，按「**Display another Security Code**」以顯示另一組保安碼；或按「**download audio**」聆聽另一組保安碼。

3. Click **“Submit”**.
按「**Submit**」。



The screenshot shows the 'Change Email Address' page with fields for Current Email Address, New Email Address, Re-enter New Email Address, Password, and Enter the code shown. A blue button labeled 'Display another Security Code' is highlighted. Below the form, there is a security code image with the text 'gmjs735' and a 'download audio' link. A blue button labeled 'Submit' is highlighted with a hand cursor. Below the form, there is an 'IMPORTANT!' section with the following text:

IMPORTANT!
After submitting this request, please follow the steps below to complete the email address changing process:

1. Go to your **new email address** account to retrieve the verification code.
2. Enter the verification code at the 'Change Email Address Verification' page.

Please ensure that your email address is updated, otherwise you may not receive important messages and correspondence from the JUPAS Office, the 9 JUPAS participating institutions and the SSSDP institutions.

2.2 Update Contact Information

2.2 更新通訊資料

4. Check your newly registered email account for the email which contains a verification code.

If you do not receive the verification code, click **“Regenerate Verification Code”** to get a new one.

到你新登記的電子郵箱查閱附有驗證碼的電郵。

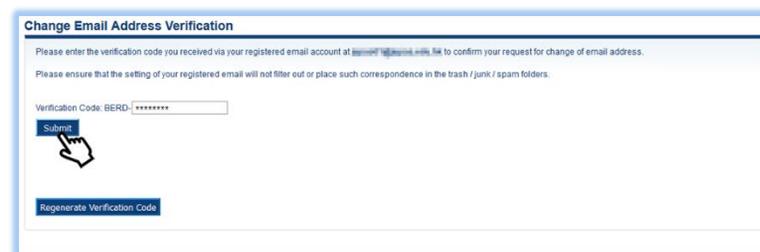
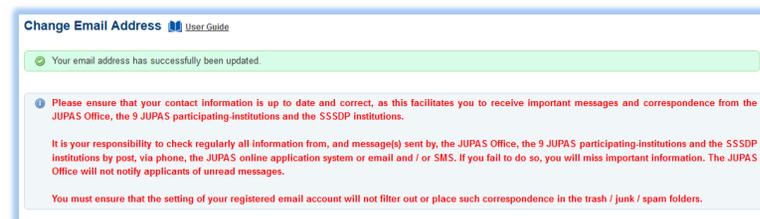
如沒有收到驗證碼，按「**Regenerate Verification Code**」要求再次發送。

5. Enter the verification code stated in the email and click **“Submit”**.

輸入電郵內的驗證碼及按「**Submit**」。

6. Your email address has been updated successfully.

你已成功更改你的電郵地址。

A screenshot of the 'Change Email Address Verification' page. The page title is 'Change Email Address Verification'. Below the title, there are two lines of instructions: 'Please enter the verification code you received via your registered email account at [redacted] link to confirm your request for change of email address.' and 'Please ensure that the setting of your registered email will not filter out or place such correspondence in the trash / junk / spam folders.' There is a text input field labeled 'Verification Code: BIRD: *****' with a 'Submit' button below it. A mouse cursor is pointing at the 'Submit' button. At the bottom of the form, there is a 'Regenerate Verification Code' button.A screenshot of the 'Change Email Address' page showing a success message. The page title is 'Change Email Address' with a 'User Guide' link. A green banner at the top says 'Your email address has successfully been updated.' Below this, there is a blue circular icon followed by the text: 'Please ensure that your contact information is up to date and correct, as this facilitates you to receive important messages and correspondence from the JUPAS Office, the 9 JUPAS participating institutions and the SSSDP institutions.' Below that, there is a paragraph: 'It is your responsibility to check regularly all information from, and message(s) sent by, the JUPAS Office, the 9 JUPAS participating institutions and the SSSDP institutions by post, via phone, the JUPAS online application system or email and / or SMS. If you fail to do so, you will miss important information. The JUPAS Office will not notify applicants of unread messages.' At the bottom, there is a red text warning: 'You must ensure that the setting of your registered email account will not filter out or place such correspondence in the trash / junk / spam folders.'